

**ARIZONA STATE SCHOOLS FOR THE DEAF AND THE BLIND**  
**POSITION DESCRIPTION**

**POSITION TITLE:** AGENCY COMPLIANCE SPECIALIST

**POSITION LOCATION:** Agency Administration-Tucson

**POSITION REPORTS TO:** Superintendent

**POSITION SUPERVISES:** None

**MINIMUM QUALIFICATIONS:** Bachelor's degree in education of deaf or visually impaired students or in a related service field such as educational psychology; experience working with students who have vision, hearing, or multiple disabilities; knowledge of federal and state laws and mandates that pertain to general education and to education of students with disabilities; knowledge of assessment instruments, assessment practices and procedures for general student populations and for sensory impaired students; excellent communication skills; report editing and writing skills; state and national certification in education of the deaf or blind, or in educational psychology.

**PREFERRED QUALIFICATIONS:** Master's degree in education of deaf or visually impaired students or other field related directly to position, teaching experience; experience in assessment; ASL skills; computer skill in word processing and data management; experience in public presentations.

**MAJOR DUTIES AND RESPONSIBILITIES:** Ensure compliance with state and federal education law regulations throughout the Agency; provide point of contact with the State Department of Education regarding monitoring activities; activities regarding state-mandated testing and application of other reform-based educational activities; provide technical assistance to staff throughout the Agency concerning instructional and assessment activities; assist in the development of standards-based measurement instruments designed to provide data that measure student progress in curricular areas; assist in monitoring curricular alignment with state standards and student achievement of designated benchmarks throughout the Agency; ensure consistency of assessment measure throughout the Agency; assist in the compilation of data concerning student performance; provide reports which display student performance throughout the Agency; collect and maintain demographic data regarding student enrollment; monitor implementation of the Agency's Strategic Plan; design and display Agency Report Card to report progress regarding Agency Mission Goals, Strategic Plan, and Key Directions; assist in the development and monitoring of the Agency Accountability Plan; other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of state and federal education law; ability to prepare reports; ability to communicate and write effectively; skilled in data management collection; and ability to present the collection analysis.

<b>PAY PLAN:</b> <u>Certified</u>	<b>GRADE:</b> <u>Open</u>	<b>FLSA:</b> <u>Exempt</u>	<b>DATE:</b> <u>Revised: 7/2006</u>
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